



DEPARTMENT OF THE NAVY
NAVAL SCHOOL OF HEALTH SCIENCES
BETHESDA, MARYLAND 20889-5611

IN REPLY REFER TO:

NSHSBETHINST 5354.1G
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NSHS BETHESDA INSTRUCTION 5354.1G

From: Commanding Officer

Subj: COMMAND MANAGED EQUAL OPPORTUNITY (CMEO) PROGRAM

Ref: (a) OPNAVINST 5354.1D

Encl: (1) Command Managed Equal Opportunity (CMEO) Overview
(2) Definition of Terms
(3) CMEO Coordinator Duties and Responsibilities
(4) Navy Sexual Harassment Policy
(5) Guide for Collection and Maintenance of Command Specific Demographic Data (with Appendix)
(6) Completion Guide for EO Quarterly Status Reports (with Appendixes)

1. Purpose. To provide current policy guidance and information governing all aspects of the Naval School of Health Sciences Bethesda CMEO Program. This is a complete revision and should be reviewed in its entirety.

2. Cancellation. NSHSBETHINST 5354.1F.

3. Applicability. This instruction applies to all active duty and civilian personnel assigned to the Naval School of Health Sciences, Bethesda, MD. Civilian Equal Employment Opportunity (EEO) policies and guidance are provided in separate instructions issued by the Office of Civilian Personnel Management (OCPM) and the Equal Employment Opportunity Commission (EEOC).

4. Discussion

a. NSHS Bethesda is committed to equal opportunity (EO) and emphasizes the chain of command as the primary medium for identifying and resolving command EO issues.

b. The CMEO Program has flexibility to ensure equal treatment for all military and civilian personnel and to respond to command-specific needs by drawing, as necessary, on external resources. Monitoring of internal practices and EO climate enables the Commanding Officer to take prompt positive action to counter discrimination or other inappropriate practices.

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c. Reference (a) provides policy and guidelines for implementing CMEO and enclosures (1) through (3) provide a description of CMEO. Enclosure (4) describes the Navy sexual harassment policy. The forms and instructions for collection and maintenance of demographic data are provided as enclosure (5). Enclosure (6) provides EO Quarterly Status Report and Discrimination and Sexual Harassment (DASH) Report submission guidance.

5. Policy. This command remains steadfast in its unqualified support of maintaining the maximum effectiveness of equal opportunity programs.

6. Action. NSHS will establish and maintain a viable CMEO Program meeting requirements delineated in enclosure (1), to include:

a. Command Training Team (CTT). All members will complete the Navy Equal Opportunity Correspondence Course (NAVEDTRA 13099-D) within 3 months of assignment to the training team. CTT members will attend the Navy Rights and Responsibilities (NR&R) Workshop Course when offered.

b. Navy Rights and Responsibilities Workshops

(1) Newly Reporting Personnel NR&R Workshop. All personnel will attend an NR&R workshop within 90 days of reporting aboard. All lesson topics will be taught per the NR&R workshop course guide provided by Chief of Naval Education and Training (CNET). Critique sheets will be used as a means of feedback on workshop effectiveness.

(2) Annual All-Hands NR&R Workshop. The command will hold an annual all-hands NR&R workshop which will address sexual harassment prevention training; review of updated Navy EO policies and the Navy EO climate; and discussion of CNO and command-specific issues. This workshop will be conducted in concert with the annual command EO Climate Survey using the training guide provided by CNET.

c. Command Assessment Team (CAT). The Executive Officer chairs the CAT. Membership, at a minimum, will include the designated command master chief, command career counselor, personnel officer, legal officer, CMEO officer, CTT leader and at least one department head. Additional membership will reflect the demographics of the command. Civilian representation will augment the CAT as well. CAT members will be appointed in writing and must attend the CAT Indoctrination Course (NAVEDTRA 7523C) at the earliest date possible and complete the Navy Equal Opportunity Correspondence Course (NAVEDTRA 13099-D) within 3

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months of assignment to the team. The CAT shall plan and conduct an annual EO Climate Survey and analyze the data collected.

d. Action Planning. When command-specific issues are identified, a systematic approach to address these problems is required. The CAT will define and analyze the problem, and generate and evaluate courses of action. The selected courses of action are then developed into plans of action and milestones (POA&M) and are monitored for effectiveness.

e. Inspections. The CMEO Program is a special interest item during command inspections. Inspection criteria are delineated in reference (a).

f. Grievance Poster. "Navy Procedures for Processing Discrimination Complaints/Grievances for Military Personnel" (Stock # 0506-LP-5411900) will be prominently displayed on a permanent basis on every floor of NSHS; Buildings 1 and 141.

g. Command Managed Equal Opportunity Coordinator. This individual is a vital link in the effective functioning of the CMEO Program. The command EO Coordinator will be trained commensurate with their level of leadership and responsibilities. Prior to assuming duty as CMEO Coordinator, the member will complete all training required for CTT and CAT members and be familiar with applicable instructions.

7. Responsibilities

a. The Commanding Officer, NSHS will:

(1) Maintain a forceful and effective CMEO Program.

(2) Evaluate the equal opportunity climate of the command at least annually and institute actions for improvements.

(3) Appoint a CAT and CTT and ensure the members are trained and certified.

(4) Ensure quarterly CAT meetings are conducted.

(5) Ensure individual training records are maintained and composite attendance roster of Navy Rights and Responsibilities (NR&R) Workshops is forwarded to the cognizant Personnel Support Activity Detachment (PSD) by the command training officer, for service record entries.

(6) Ensure that all reporting requirements are met and submitted in the format as outlined in enclosures (5) and (6) of this instruction.

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(7) Appoint in writing a Command Managed Equal Opportunity (CMEO) Coordinator.

b. Command Managed Equal Opportunity (CMEO) Coordinator will:

(1) Coordinate the command EO Program.

(2) Serve as the primary advisor to the CO on effectiveness of the CMEO Program.

(3) Review all CMEO related complaints and make recommendations for their disposition.

(4) Serve as the focal point for all EO matters.

(5) Reinforce EO/Sexual Harassment prevention principles and requirements.

(6) Advise CO on EO/sexual harassment prevention issues which include training, assessment, action planning, and community liaison programs.

(7) Monitor the performance of the Command Training Team (CTT) and Command Assessment Team (CAT).

8. Reports

a. All reports will be completed by the Command's CMEO Coordinator or designated representative.

b. Quarterly Command Specific Demographic Data Reports will be completed by NSHS Bethesda in the format prescribed in enclosure (5). Separate reports will be submitted for staff and students.

c. An EO Quarterly Status Report, in the format prescribed in enclosure (6), will be generated by NSHS Bethesda and forwarded to the Chief, Bureau of Medicine and Surgery (MED-05) by the tenth working day of the month following the end of each fiscal quarter.

d. A Quarterly Discrimination Complaints Demographic Data Input Sheet and quarterly Sexual Harassment Complaints Demographic Data Input Sheet, in the formats prescribed in enclosure (6), will be generated by the command and forwarded to Chief, Bureau of Medicine and Surgery (MED-05) by the tenth working day of the month following the end of each fiscal quarter.

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e. An Annual Navy Affirmative Action Plan (NAAP) Report will be generated by the command in the format prescribed in enclosure (5) and forwarded to the Chief, Bureau of Medicine and Surgery (MED-05) by 1 October.

f. All elements of the command will conduct an annual assessment in accordance with reference (a) and will conduct an annual survey to assist in determining command EO climate. Several avenues are available for commands to conduct surveys: Equal Opportunity Question Bank contained in the CAT indoctrination course; Military Equal Opportunity Survey (MEOCS) available through Defense Equal Opportunity Management Institution (DEOMI), Patrick AFB, or command produced and tailored surveys to include command specific questions. It is highly recommended that the annual assessment be included as a turnover item.



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Distribution:
List I

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COMMAND MANAGED EQUAL OPPORTUNITY (CMEO) OVERVIEW

1. Purpose. The Command Manage Equal Opportunity (CMEO) program emphasizes the chain of command as the medium for identifying and resolving command equal opportunity (EO) issues. CMEO requires that the Commanding Officer have the capability of assessing the command EO climate and initiating appropriate corrective action as necessary.

2. Requirements. Under CMEO the following elements/functions are considered minimum requirements:

a. Command Training Team

(1) General. The maintenance of files and training of staff in the area of EO is the responsibility of the Command Training Team (CTT). The Navy Rights and Responsibilities (NR&R) workshop is the program developed for EO training which is required for all hands and must be recorded in their service records. Training will address the following subjects:

- (a) Naval Citizenship;
- (b) Communications;
- (c) Rights, Responsibilities and Privileges;
- (d) Pertinent Navy instructions;
- (e) Authority of officers and petty officers;
- (f) Stereotyping;
- (g) Barriers (race, sex, culture);
- (h) Grievance and redress.

(2) Certification. The members of the Command Training Team (CTT) must be certified. The training and certification of command personnel may be provided by an Equal Opportunity Assistant (EOA), Fleet Training Center (FTC), or Chief of Naval Education and Training (CNET) personnel.

(3) Composition. Personnel who are assigned to the CTT should reflect the command in terms of rank, race, gender, and directorate when possible.

(4) Criteria. Personnel assigned to the CTT must meet the following criteria:

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(a) Paygrade E6 or above. The Commanding Officer has the option of nominating a Petty Officer Second Class who has shown ability and responsiveness to be a member of the CTT.

(b) Must have a minimum projected rotation date (PRD) of 18 months.

(c) Present a sharp military appearance and pass the Physical Readiness Test (PRT).

(d) Must be a proven performer who has shown the ability, attitude, and responsiveness to be a member of the CTT.

(e) CTT member must not have a record of non-judicial punishment (NJP) in the past 24 months.

(f) Possess good communication and team building skills.

(5) Frequency of training. The CTT will conduct the NR&R workshop periodically in a manner to ensure that all personnel meet requirements of training within 90 days of reporting aboard and annual NR&R update training.

(6) Reporting. The CTT will report the number of personnel trained each quarter at the quarterly CAT meeting.

b. Command Assessment Team

(1) General. The CAT is comprised of command personnel who plan and conduct command EO climate surveys and analyze the data to effectively determine the EO climate of the command. The CAT members via these equal opportunity assessments and data analysis will formulate an action plan to correct, promote, or enhance the EO climate within the command. The CAT member should possess the skills to:

(a) Apply data gathering techniques and perform data reduction and analysis;

(b) Identify problem areas, develop solutions to problems and make recommendations to the Commanding Officer;

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(c) Develop a responsive action plan for each problem;

(d) Develop strategies to improve communications and increase awareness of equal opportunity issues within the command.

(2) Certification. The members of the CAT must be certified. The training and certification of command personnel may be provided by an EOA, FTC, or CNET personnel.

(3) Composition. The CAT will be composed of the Executive Officer serving as chair, the designated command master chief, command career counselor, personnel officer, legal officer, CMEO officer, CTT Leader, and at least one department head. Additional membership will reflect a cross section of the command in terms of pay grade, gender, race, and directorate. Civilian representation will augment the CAT.

(4) Criteria. Personnel assigned to the CAT must meet the following criteria:

(a) Must have a minimum projected rotation date (PRD) of 18 months;

(b) Present a sharp military appearance and pass the Physical Readiness Test (PRT).

(c) Must be a proven performer who has shown the ability, attitude, and responsiveness to be a member of the CTT.

(d) CTT member must not have a record of non-judicial punishment (NJP) in the past 24 months.

(e) Possess good communication and team building skills.

(5) Frequency of meetings. The CAT will meet at least quarterly.

(6) Collection and maintenance of demographic data. Demographic data should include racial/ethnic/gender demographics. As a minimum, command-specific data should be

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maintained in the categories of command composition, retention, advancements and discipline.

(7) Reporting. Minutes of quarterly meetings will be forwarded to the Commanding Officer; these minutes will address feedback from NR&R workshops, command-specific demographic data and any other pertinent information received that is reflected on the command climate.

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DEFINITION OF TERMS

Affirmative Action. Methods used to achieve the objectives of the EO program. Processes, activities, and systems designed to prevent, identify, and eliminate unlawful discriminatory treatment as it affects the recruitment, training, assignment, utilization, promotion, and retention of military personnel.

Affirmative Action Plan (AAP). Comprehensive public document which sets forth goals and timetables to be met in recruiting and hiring and in striving to achieve EO for all personnel.

Command Assessment Team (CAT). Command personnel, designated in writing by the Commanding Officer, who are trained to assess and analyze command demographics.

Command Assessment Team System Survey (CATSYS). A computerized program that assists in administering, analyzing, interpreting, and presenting a command EO survey.

Command Managed Equal Opportunity (CMEO) Coordinator. An officer appointed in writing by the Commanding Officer to coordinate the command EO Program and to serve as a point of contact with the command for all EO matters.

Command Specific Demographic Data. Command specific data which must be maintained in at least the areas of command composition, retention, advancement and discipline, broken down by race, sex, rating, rank, department and directorate.

Command Training Team (CTT). Command personnel, designated in writing by the Command Officer, who are trained to provide EO training to command.

Complaint. An allegation of unlawful discrimination based on race, color, national origin, religion, or sex.

Complainant. A service member or civilian who submits allegations of unlawful discrimination.

Complaint Procedures. The process whereby individual complaints of discrimination/sexual harassment are considered and acted upon.

Demographics. Factors found in a given population, such as age, race, color, ethnicity, national origin, gender, rank/paygrade, designator/rating, religion.

Discrimination. An act, policy, or procedure that arbitrarily denies equal treatment to an individual or a group of individuals

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because of race, color, religion, gender, age, national origin, or ethnicity.

Equal Opportunity (EO). The right of all persons to participate in, and benefit from, programs and activities for which they are qualified. These programs and activities shall be free from social, personal, or institutional barriers that prevent people from rising to the highest level of responsibility possible. Persons shall be evaluated on individual merit, fitness, and capability, regardless of race, color, gender, national origin, or religion "Fair and equitable treatment of all hands by all hands at all times."

Equal Opportunity (CEO) Climate Assessment. Determining the health and functioning effectiveness of an organization by examining such factors as morale, teamwork, and communication. This is accomplished through some or all of the following: group and/or individual interviews, observations, surveys or questionnaires, and reviews of records and reports.

Equal Opportunity Assistants (EOA). Formerly known as Equal Opportunity Program Specialist (EOPS), EOAs serve as EO advisers to commanders. They provide briefings on all aspects of EO; facilitate formal CTT and CAT indoctrination courses and various seminars and workshops; conduct EO portion of inspections, counsel personnel concerning EO issues and processing of discrimination and sexual harassment complaints; formulate and revise pertinent EO directives; write, edit, and publish documents on EO matters; and participate in EO meetings, conferences, and seminars.

Ethnic and Racial Categories. The basic racial and ethnic categories for DOD reporting are defined as follows:

American Indian or Alaskan Native. A person having origins in the original peoples of North America.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the

Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.

Black (Not of Hispanic Origin). A person having origins in any of the original peoples of Africa.

Hispanic. A person having origins in any of the original peoples of Mexico, Puerto Rico, Cuba, Central or South America, or of other Spanish cultures, regardless of race.

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White (Not of Hispanic Origin). A person having origins in any of the original peoples of Europe, North Africa, or Middle East.

Ethnic Group. A group socially distinguished or set apart by others and/or by itself, primarily on the basis of cultural or nationality characteristics.

Formal Complaint. Allegation of unlawful discrimination or sexual harassment that is submitted in writing to the authority designated for receipt of such complaints.

Informal Complaint. Allegation of unlawful discrimination or sexual harassment, made either orally or in writing, that is not submitted as a formal complaint.

Informal Resolution System (IRS). A system for resolving EO/SH complaints at the lowest possible level in the chain of command. The IRS system is supported by an IRS skills booklet, posters, lesson plans, and Training Resource (TIR) libraries.

Legal Sufficiency Review. A review of an investigation into a formal complaint of unlawful discrimination or sexual harassment to determine whether the investigation complies with all applicable legal and administrative requirements; adequately addresses the matters complained of; the evidence supports the findings of the investigation officer or board; the conclusions and recommendations of the investigating officer or board are consistent with the findings; and whether any errors or irregularities exist, and, if so, their legal effect, if any.

Milestone. A specific date by which progress toward an objective is measured.

National Origin. An individual's or ancestor's place of origin. Also applies to a person who has the physical, cultural, or linguistic characteristics of a national group.

Off Limits. Area into which military personnel are not allowed.

Optimal Utilization. Part of the Navy EO policy which emphasizes the idea that all personnel must be assigned duties and responsibilities based on qualification, performance, and potential, rather than on criteria that reflect institutional biases and/or cultural stereotypes.

Prejudice. A system of beliefs, feelings, and action orientations regarding the members of a particular group.

Race. A division of human beings identified by the possession of traits that are transmissible by descent and that are sufficient

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to characterize persons possessing these traits as a distinctive human genotype.

Racial Incident. An overt, damaging act directed toward an individual, a group, or an institution, whether spontaneous or organized by a certain group or an individual, which is clearly motivated by, or results in, discriminatory considerations.

Racism. Any belief, attitude, or practice that denies equal opportunity, treatment, and respect on the basis of race.

Racist. Any person who practices, or any means of expression that communicates, prejudice or discrimination on the basis of race.

Racist Organization. Any formal group which embraces a philosophy of racism.

Redress. To set right, rectify, or remedy.

Relief for the Complainant. Action taken by the Commanding Officer for the benefit of the complainant.

Reprisal. Taking or threatening to take an unfavorable personnel action or withholding or threatening to withhold a favorable personnel action, or any other act of retaliation, against a military member for making or preparing a protected communication.

Religion. A personal set or institutionalized system of attitudes, moral or ethical beliefs, and practices that are held with the strength of traditional religious views, characterized by ardor and faith, and generally evidenced through specific religious observances.

Restrictive Sanctions. Action taken by the Commanding Officer to keep military personnel from entering into a rental, lease, or purchase arrangement with, or moving into, a housing facility, the agent of which has been found to have discriminated against Department of Defense (DOD) personnel. Restrictive sanctions are effective against the agent and the facility and all other facilities owned or operated by the agent.

Sexism. Any belief, attitude, or practice that arbitrarily denies equal opportunity, treatment, and respect on the basis of gender.

Sexist. Any person who practices, or any means of expression that communicates, prejudice or discrimination on the basis of gender.

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Sexual Harassment. A form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career, or; submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or; such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Stereotype. A preconceived generalization associated with a race, ethnic group, or gender that goes beyond existing evidence.

Supremacist. A doctrine, or an advocate thereof, based on the belief that a race, religion, ethnic group, or gender is inherently superior to any other.

Title VII. The section of the Civil Rights Act of 1964 which specifically prohibits discrimination in hiring, firing, and employment. The Equal Employment Opportunity Act of 1972 amended Title VII to place Federal employees under its coverage. The

Civil Service Reform Act of 1978 defines prohibited personnel practices in the Federal Government.

Unlawful Discrimination. Includes discrimination on the basis of color, national origin, race, religion, or gender that is not otherwise authorized by law or regulation.

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**Command Managed Equal Opportunity (CMEO) Coordinator
Duties and Responsibilities**

1. Basic Function. The CMEO Coordinator is an administrative coordinator for the CAT and CTT and functions as the single point of contact for EO matters at the command.

2. Duties, Responsibilities, and Authority

a. Monitors CAT and CTT membership to ensure compliance with eligibility and training requirements. Maintains copies of all letters of appointment and ensures documentation of training in service records.

b. Maintains files and records on all EO matters, such as minutes of CAT and CTT meetings, command assessment reports and POA&Ms, EO/SH complaints, inspection reports, policy statements, and training/informational resources.

c. At least once a quarter, coordinates CAT and CTT briefings to the Commanding Officer, to ensure that he or she is kept fully up to date on all EO matters.

d. Closely coordinates with local EOA.

e. Completes the CAT and CTT indoctrination courses, the Navy's EO correspondence course, and, if quotas are available, attends DEOMI Equal Opportunity Program Orientation for Managers course.

3. Organizational Relationships. The CMEO coordinator is a collateral duty, and as such, he/she reports to the Commanding Officer via the Executive Officer.

Enclosure (3)

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PREVENTION OF SEXUAL HARASSMENT

1. A Leadership/Management Issue. Leadership is the key to eliminating all forms of unlawful discrimination and must also be the cornerstone in eliminating sexual harassment. All personnel, military and civilian are responsible for providing an environment free from sexual harassment.

2. Definition of Sexual Harassment. Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

a. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay or career.

b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting this person.

c. Such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile, or offensive work environment. (NOTE: "Workplace" is an expansive term for military members and may include conduct on or off duty, 24 hours a day).

d. Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a military member or civilian employee is engaging in sexual harassment. Similarly, any military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is also engaging in sexual harassment.

3. Accountability. Sexual harassment is prohibited. Any person in a supervisory or command position who uses or condones any form of sexual behavior to control, influence, or affect the career, pay, or job of a service member or civilian employee is engaging in sexual harassment and has failed to fulfill his or her leadership obligation. Similarly, any service member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature

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is also engaging in sexual harassment. All personnel should understand that failure to comply with the Department of the Navy's Policy on Sexual Harassment is (a) punishable under the Uniform Code of Military Justice (UCMJ) for military personnel, or (b) in the case of civilian employees, may result in disciplinary action.

4. Leadership Responsibilities. Commanding Officer and supervisors shall:

a. Call to the attention of all hands the SECNAV or OPNAV policies on sexual harassment and firmly state that it will not be tolerated.

b. Provide all hands training to ensure that personnel know what sexual harassment is, that it is harmful to all involved, and that it will not be tolerated. This training is an integral part of the Navy Rights and Responsibilities (NR&R) workshop.

c. Make all hands aware of the avenues for seeking redress and actions that will be taken against personnel violating sexual harassment policies.

d. Take prompt and decisive disciplinary action when sexual harassment occurs.

e. Provide a good example by knowing what sexual harassment is and refusing to engage in it or condone it.

5. Responsibilities. All Department of the Navy personnel are expected to demonstrate zero tolerance of this policy. This not only includes refraining from practicing prohibitive behavior but actively countering and reporting such actions promptly.

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**GUIDE FOR COLLECTION AND MAINTENANCE OF COMMAND
SPECIFIC DEMOGRAPHIC DATA (CSDD)**

1. Purpose. This guide explains the collection responsibilities to ensure accurate and timely completion and submission of Command Specific Demographic Data (Appendix A).

2. Collection Responsibilities

a. The Command Managed EO Coordinator will be designated the data coordinator to collect the necessary data and compile the information using the format prescribed below. The coordinator will present the data to the CAT members at the quarterly meeting for their review.

b. The command will submit two reports in the attached format. One report shall be for the compilation of staff statistics; the second report will be in the same format but will report quarterly for students any demographic data regarding sexual harassment, discrimination, and discipline/discharge statistics.

c. The Director, Administration will:

(1) Maintain resource files on the command composition and provide compiled data in the format of Part I of Appendix A to the data coordinator the last day of each quarter (31 December, 31 March, 30 June, and 31 August).

(2) Compile "awards" data in the format of Part V (pg 7) of Appendix A, on a quarterly basis identifying awards of "Letters of Commendation" and above initiated by the command.

d. The Command Career Counselor will:

(1) Maintain a retention file and an exam cycle file.

(2) Forward compiled data in the format of Part II and III of Appendix A to the data coordinator the last day of each quarter (31 December, 31 March, 30 June, and 31 August).

e. The Chief Master at Arms will:

(1) Maintain a Command Punishment Log.

Enclosure (5)

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(2) Forward compiled data in the format of Part IV and V of Appendix A to the data coordinator the last day of each quarter (31 December, 31 March, 30 June, and 31 August).

3. Maintenance

a. The Chairman of the CAT will forward copies of CSDD along with the minutes of the CAT meeting to the Commanding Officer for review and approval/disapproval.

b. The Command Managed EO Coordinator will maintain the original copies of the CSDD.

COMPLETION GUIDE FOR EO QUARTERLY STATUS REPORTS

1. Purpose. This guide explains the collection responsibilities and process to ensure accurate and timely completion and submission of the following reports:

- a. EQUAL OPPORTUNITY QUARTERLY STATUS REPORT (Appendix A)
- b. DISCRIMINATION AND SEXUAL HARASSMENT (DASH) REPORT (Appendix B)

2. Collection Responsibilities

a. The Equal Opportunity Quarterly Status Report and Discrimination and Sexual Harassment (DASH) Report are required by Chief, Bureau of Medicine and Surgery (BUMED). These reports will be generated by NSHS Bethesda and submitted to BUMED by the tenth working day of each new fiscal quarter.

b. The Equal Opportunity Quarterly Status Report will indicate the status of any equal opportunity issues within each respective command. All incidents, substantiated or unsubstantiated, are to be reported. When substantiated incidents warrant a plan of action and milestones, it is expected that the Commanding Officer will monitor and report the measures that have been initiated and when corrective action is completed. Negative reports are required.

c. The Discrimination and Sexual Harassment (DASH) Report is to account for any discrimination and sexual harassment complaints. **Only those cases that reach NJP level should be reported.** If a case has been substantiated and is awaiting further action, count that case in the appropriate block on the report form. Negative reports are required.

3. Report Format. Provided as Appendix B and will be used to facilitate and standardize reporting.

4. Maintenance. NSHS Bethesda shall retain a copy of all reports and submit the original to BUMED.

Enclosure (6)

EQUAL OPPORTUNITY DATA REPORTING FORMAT

Command:
Quarter:
Collection Method (s): Unit Self-Assessment

PART I COMPOSITION: Number (Percentage)

1. Officer				
	Male		Female	Total
(1) American Indian/Alaskan Native:	_____ ()		_____ ()	_____ ()
(2) Asian/Pacific Islander:	_____ ()		_____ ()	_____ ()
(3) Black (Non-Hispanic):	_____ ()		_____ ()	_____ ()
(4) Hispanic:	_____ ()		_____ ()	_____ ()
(5) White (Non-Hispanic):	_____ ()		_____ ()	_____ ()
(6) Other/Unknown:	_____ ()		_____ ()	_____ ()

2. Enlisted				
	Male		Female	Total
(1) American Indian/Alaskan Native:	_____ ()		_____ ()	_____ ()
(2) Asian/Pacific Islander:	_____ ()		_____ ()	_____ ()
(3) Black (Non-Hispanic):	_____ ()		_____ ()	_____ ()
(4) Hispanic:	_____ ()		_____ ()	_____ ()
(5) White (Non-Hispanic):	_____ ()		_____ ()	_____ ()
(6) Other/Unknown:	_____ ()		_____ ()	_____ ()

PART II RETENTION DEMOGRAPHICS

1. First Term:						
	American Indian/ Alaskan Native	Asian/ Pacific Islander	Black	Hispanic	White	Other/ Unknown
	Male/Female	M/F	M/F	M/F	M/F	M/F
Eligible	/	/	/	/	/	/
Ineligible	/	/	/	/	/	/
Reenlisted	/	/	/	/	/	/

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EQUAL OPPORTUNITY DATA REPORTING FORMAT

2. Second Term:

	American Indian/ Alaskan Native Male/Female	Asian/ Pacific Islander M/F	Black M/F	Hispanic M/F	White M/F	Other/ Unknown M/F
Eligible	/	/	/	/	/	/
Ineligible	/	/	/	/	/	/
Reenlisted	/	/	/	/	/	/

3. Career:

	American Indian/ Alaskan Native Male/Female	Asian/ Pacific Islander M/F	Black M/F	Hispanic M/F	White M/F	Other/ Unknown M/F
Eligible	/	/	/	/	/	/
Ineligible	/	/	/	/	/	/
Reenlisted	/	/	/	/	/	/

PART III ADVANCEMENT DEMOGRAPHICS

1. E-2 To E-3:

	American Indian/ Alaskan Native Male/Female	Asian/ Pacific Islander M/F	Black M/F	Hispanic M/F	White M/F	Other/ Unknown M/F
Eligible	/	/	/	/	/	/
Qualified	/	/	/	/	/	/
Took Exam	/	/	/	/	/	/
Advanced	/	/	/	/	/	/

2. E-3 To E-4:

	American Indian/ Alaskan Native Male/Female	Asian/ Pacific Islander M/F	Black M/F	Hispanic M/F	White M/F	Other/ Unknown M/F
Eligible	/	/	/	/	/	/
Qualified	/	/	/	/	/	/
Took Exam	/	/	/	/	/	/
Advanced	/	/	/	/	/	/

EQUAL OPPORTUNITY DATA REPORTING FORMAT

3. E-4 To E-5:

	American Indian/ Alaskan Native	Asian/ Pacific Islander	Black	Hispanic	White	Other/ Unknown
	Male/Female	M/F	M/F	M/F	M/F	M/F
Eligible	/	/	/	/	/	/
Qualified	/	/	/	/	/	/
Took Exam	/	/	/	/	/	/
Advanced	/	/	/	/	/	/

4. E-5 To E-6:

	American Indian/ Alaskan Native	Asian/ Pacific Islander	Black	Hispanic	White	Other/ Unknown
	Male/Female	M/F	M/F	M/F	M/F	M/F
Eligible	/	/	/	/	/	/
Qualified	/	/	/	/	/	/
Took Exam	/	/	/	/	/	/
Advanced	/	/	/	/	/	/

5. E-6 To E-7:

	American Indian/ Alaskan Native	Asian/ Pacific Islander	Black	Hispanic	White	Other/ Unknown
	Male/Female	M/F	M/F	M/F	M/F	M/F
Eligible	/	/	/	/	/	/
Qualified	/	/	/	/	/	/
Took Exam	/	/	/	/	/	/
Board						
Eligible	/	/	/	/	/	/
Selected	/	/	/	/	/	/

6. E-7 To E-8:

	American Indian/ Alaskan Native	Asian/ Pacific Islander	Black	Hispanic	White	Other/ Unknown
	Male/Female	M/F	M/F	M/F	M/F	M/F
Eligible	/	/	/	/	/	/
Qualified	/	/	/	/	/	/
Took Exam	/	/	/	/	/	/
Board						
Eligible	/	/	/	/	/	/
Selected	/	/	/	/	/	/

EQUAL OPPORTUNITY DATA REPORTING FORMAT

7. E-8 To E-9:

American Indian/ Alaskan <u>Native</u> Male/Female		Asian/ Pacific <u>Islander</u> M/F	<u>Black</u> M/F	<u>Hispanic</u> M/F	<u>White</u> M/F	<u>Other/ Unknown</u> M/F
Eligible	/	/	/	/	/	/
Qualified	/	/	/	/	/	/
Took Exam	/	/	/	/	/	/
Board						
Eligible	/	/	/	/	/	/
Selected	/	/	/	/	/	/

Command:

Quarter:

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EQUAL OPPORTUNITY DATA REPORTING FORMAT

PART IV. DISCIPLINE/DISCHARGE DEMOGRAPHICS

	American Indian/ Alaskan Native	Asian/ Pacific Islander	Black	Hispanic	White	Other/ Unknown
	Male/Female	M/F	M/F	M/F	M/F	M/F
# Placed on Report	/	/	/	/	/	/
# Repeat Offender	/	/	/	/	/	/
# Dismissed Prior To Mass	/	/	/	/	/	/
# Dismissed At Mass	/	/	/	/	/	/
# Receiving Punishment	/	/	/	/	/	/
# Referred To Court Martial	/	/	/	/	/	/
# Honorable Discharges	/	/	/	/	/	/
# General Discharges	/	/	/	/	/	/
# Other Discharges	/	/	/	/	/	/
# Bad Conduct Discharges	/	/	/	/	/	/
# Dishonorable Discharges	/	/	/	/	/	/

EQUAL OPPORTUNITY DATA REPORTING FORMAT

PART V COMPLAINTS

1. Sexual Harassment:

	American Indian/ Alaskan Native Male/Female	Asian/ Pacific Islander M/F	Black M/F	Hispanic M/F	White M/F	Other/ Unknown M/F
# Formal Complaints	/	/	/	/	/	/
# Complaints Substantiated	/	/	/	/	/	/
# Resolved	/	/	/	/	/	/
# Awaiting Action(s)	/	/	/	/	/	/

2. Discrimination (Based on Race or Ethnicity):

	American Indian/ Alaskan Native Male/Female	Asian/ Pacific Islander M/F	Black M/F	Hispanic M/F	White M/F	Other/ Unknown M/F
# Formal Complaints	/	/	/	/	/	/
# Complaints Substantiated	/	/	/	/	/	/
# Resolved	/	/	/	/	/	/
# Awaiting Action(s)	/	/	/	/	/	/

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3. Discrimination (Based on Gender):

	American Indian/ Alaskan Native		Asian/ Pacific Islander	Black	Hispanic	White	Other/ Unknown
	Male	Female	M/F	M/F	M/F	M/F	M/F
# Formal Complaints	/		/	/	/	/	/
# Complaints Substantiated	/		/	/	/	/	/
# Resolved	/		/	/	/	/	/
# Awaiting Action(s)	/		/	/	/	/	/

AWARDS

1. Officer	Male	Female	Total
American Indian/Alaskan Native			
Asian/Pacific Islander			
Black			
Hispanic			
White			
Other/Unknown			
2. Enlisted	Male	Female	Total
American Indian/Alaskan Native			
Asian/Pacific Islander			
Black			
Hispanic			
White			
Other/Unknown			

Note: Awards counted are Letters of Commendation or above initiated by NSHS, Bethesda

EQUAL OPPORTUNITY DATA REPORTING FORMAT

PART VI Comments/Recommendations:

1. Problems, real or potential:
2. Actions taken to date:
3. Proposed action:
4. Projected date action will be complete:
5. Reporting requirements (internal and external):

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EQUAL OPPORTUNITY QUARTERLY STATUS REPORT

COMMAND:

QUARTER:

FY:

Problem (real or potential):

Action Taken/Action Officer:

Proposed Action/Action Officer:

Reporting Requirements (internal/external):

Action Completed:

APPENDIX B

DISCRIMINATION AND SEXUAL HARASSMENT (DASH) REPORT

Sexual Harassment Complaints					Discrimination Complaints				
	Number Formal Complaints	Number Complaints Substantiated	Number Resolved	Number Awaiting Action	Number Formal Complaints	Number Complaints Substantiated	Number Resolved	Number Awaiting Action	
Male									
Female									
Native American									
Male									
Female									
Asian/ Pacific Islander									
Male									
Female									
Black									
Male									
Female									
Hispanic									
Male									
Female									
White									
Male									
Female									
Other/ Unknown									
Male									
Female									
TOTAL									